

# Verification of Average Monthly Active Recipients

## Designated Online Service Providers

### Introduction

In accordance with Part 1 of the [Levy Reconciliation Process](#) published by Coimisiún na Meán (the “**Commission**”), the verification of Average Monthly Active Recipients (“**AMARs**”) will be undertaken by the Commission as set out below.

Following receipt of a provider’s statement confirming Logged-in AMARs (its “**AMARs Statement**”), the Commission shall review the AMARs Statement in order to satisfy itself that the provider has accurately recorded its number of Logged-in AMARs.

A template AMARs Statement is appended at Appendix A hereto. Additionally, the Commission may, in accordance with the provisions of the relevant levy order, require a provider to furnish the Commission with copies of such records relevant to the calculation and payment of a levy, or to permit the Commission (or a nominee) to inspect such records, which includes records relevant to the preparation of a provider’s AMARs Statement, which a provider is required to retain pursuant to the relevant levy order.

### Timeline

Regarding the levy reconciliation process for levy year 2025, we request each provider to submit its AMARs Statement by 30<sup>th</sup> June 2026 to [levy@cnam.ie](mailto:levy@cnam.ie).

Queries in relation to above should be directed to the Commission at [levy@cnam.ie](mailto:levy@cnam.ie).

**APPENDIX A – Template AMARs Statement to be completed by a director of the provider**

Director of Finance and Procurement  
Coimisiún na Meán  
1 Shelbourne Buildings  
Shelbourne Road  
D04 NP20  
Ireland

[Date]

Dear Sir/Madam,

Re: [Provider Name] (the “Company”)

In accordance with your request dated [date] we provide the Statement of Average Monthly Active Recipients (“AMARs”) for the period covering [state period] in accordance with Article 12(1) of S.I. No. 698 of 2024, the Broadcasting Act 2009 (Section 21) Levy Order 2024 (the “Levy Order”).

We confirm that the Logged in AMARs, as stated below, are in compliance with the terms as requested by you and in accordance with the provisions of the Levy Order.

<b>The AMARs of the service in the six-month period prior up to 17 August 2024 in respect of which we were required to publish information in relation to same in accordance with the requirements of Article 24(2) of the Digital Services Act. (Please also specify the number in respect of logged in recipients, if different.)</b>	
<b>Provide definition of active recipients of the service:</b>	
<b>Outline how above AMARs were collected, including calculation and tracking methodologies</b>	

Yours faithfully,

Director